The USSDS Payment Process
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Department of Human Services
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Purpose:

The purpose of this documentation is to give a general description of the USSDS payment process.

The 520/1929 billing forms are generated

Client information is entered into the USSDS system by the caseworker which opens authorization on a client. This information includes the types of services needed, dates of need, amounts of money needed. The 520 or 1929 billing forms are issued based on the clients' information. The 1929 billing form is computer-generated. They are printed by Information Technology Services (ITS) from The State Capitol and sent out by the State mail room to the different providers. The 520 form is hand written by case workers for providers who did not receive a 1929 form. All billing forms are verified or adjusted and then signed by the provider. The billing forms are then sent to the regional offices where the caseworkers review and sign the billing forms authorizing payment.

Regional offices approve and enter the billings

Once the 520 and 1929 billings have been authorized by the regional office, a terminal operator inspects the billing forms for proper authorization and enters them into the payment system. As each billing is entered, it is on-line edited. The billings are checked for valid coding and other errors. The FINET interface tables are part of the on-line edit. The FINET interface tables were copied from the tables in FINET. If the service code does not reference a complete FINET coding string, the billing form is rejected. A message on the screen prompts the terminal operator to notify the budget officer. The Division Budget Officers are responsible for keeping the FINET tables updated. Having the FINET coding checked in the beginning, helps ensure that all payments will be posted timely to FINET. The USSDS Help Desk is notified for other coding problems. Once the billing forms are entered by the terminal operators, the entries become pending payments in the system.

Pending payments are accepted or rejected

When a billing is entered into the payment system, it becomes a pending payment. The pending payments go through a second editing process. This edits process checks for proper approval, overlapping of payments, duplicate payments, etc.

Rejected pending payments: If a pending payment does not pass the second editing process it is tagged. The tagged pending payments are printed up in the exception report. The Exception Report (USSDS RPP1) is run with each USSDS run and distributed to the regional offices by a computer operator from the Office of Technology. It is the responsibility of the regional offices to clean up the exceptions within the week. If they have questions, they may contact the USSDS Help Desk. The exceptions remain tagged pending payments until they pass the edit tables or are deleted.

Accepted pending payments: If no errors are found by the second editing, the pending payment is ready for warrant issuance.

Warrants are printed and issued

The job, WESCHECK, is released at 6:00 p.m. every Wednesday night by a scheduling program, Control M. WESCHECK selects the pending payments for the run, checks for exceptions that might have come up since the pending payments were first entered, creates the warrants, creates check registers, and creates the payment history. The output of the WESCHECK job spills over into Control D. Control D sends a print message to Information Technology Services (ITS), at the State Capitol, which prints the warrants. The Warrants are sent to the State Mail room for distribution. Printed along with the checks is the Certificate of Expenditures and check registers, RPR3 and SR482. The RPR3 lists the warrant data by provider, and the SR482 lists the warrants by FINET coding. The check registers are also available for electronic viewing through Control D. The Certificate of Expenditures contains the warrant numbers and the total dollar amount printed. After the checks are printed, the pending payments become payment history.

Payment history generates files

Payment history is maintained. A database is maintained of all the USSDS Payment History. Payment History contains data on both the providers and the clients. The USSDS Help Desk accesses payment history to enter canceled checks and refunds. Also, Payment History is used to generate 1099 tax forms for providers and provide client information.

An intermediate file is created from payment history. The payment history service codes are matched to the FINET coding. The converted FINET codes are summed-up, and listed. The sorted data set is saved as an intermediate file. The intermediate file is-- WE.USSDS.REFINET.RECORDS.DXXXXXX. The Xs represent the date in YYMMDD format. A USSDS hard-copy report, Form 16 (F16RE020), is printed by ITS of State Finance from this file. The Form 16 Report lists the USSDS expenditures by FINET coding.

An output file is created for State Finance. The data in the intermediate file is organized into a predefined format specified by State Finance. In this file, the run is given a six-digit batch number. The first three characters represent the Julian date and the last three characters are 001. For example, 316001 is the batch number for the November 12 report. In addition to the batch number, each page of the file is given a document I.D. number. The document I.D. has 11 characters. The first two numbers represent the accounting period, the next three--the Julian date, followed by 0s, and ending with the page number. For example, 05316000001 represents the first page in the November 12 report. The output file is named WE.USSDS.REFINET.POSTFILE.DXXXXXX. Again, the "DXXXXXX" represents the date, for example D971126.

A Transmittal Memo is prepared by a computer operator and faxed up to the State Finance Control Group (Richard Funk and Mary Chamberlain). The memo contains the name of the output file, the batch number, the document I.D. numbers and the total dollar amount of the run. The Certificate of Expenditures from the check run is also faxed with the Transmittal Memo.

State Finance receives the fax and enters data into FINET

The Control Group verifies the transmittal total with the summary sheets from The Form 16 Report. If the figures match, the output file is opened and combined with other department interface files in a process of concatenation. The files are loaded into FINET. The sum of the loaded data is compared with the Certificate of Expenditures to verify that all lines were loaded correctly. The USSDS run is posted to FINET by the Monday following the run. The FINET entries can be found in the FINET Suspense File under the batch number and then the document I.D. numbers.

Rejected FINET codes are corrected

Occasionally, FINET will reject the coding of a USSDS entry. An accountant in Human Services Finance checks the FINET Suspense File each Monday after the FINET posting for rejected transactions. If a rejected code is found, the accountant notifies the budget officer. The budget officers correct the rejects and make any necessary corrections in the USSDS-FINET conversion tables so the error is not repeated.

The Warrant System monitors the checks

A reconciliation tape is made from each check run. The tape contains the warrant numbers and amounts of each check. The Office of Technology of Human Services combines the tapes with an ORSIS file into one daily tape. A Daily Warrant Log is prepared for State Finance containing the reconciliation tape number, the check numbers, and the amounts for each run done that day. The Daily Warrant Log is e-mailed to State Finance before 3:00 p.m. every day.

State Finance runs the tape into the State Warrant System. The data then goes into a job called "the Build" along with other departments' data to create a tape. The new tape, along with other department tapes, is fed into a job called "the Daily." The Daily creates a bank tape. The bank tape is flown out that night to The U.S. Bank in Portland, Oregon. The U.S. Bank sends back a tape of the checks cleared that day. This tape is received by morning and loaded into the State Warrant System to update the system.

Canceled warrants are entered.

Voided checks. Voided checks are checks that have been returned to The Help Desk from the social workers, providers, or regional offices. The USSDS Help Desk collects the checks, records them in payment history, and codes them for FINET. The voided checks then go to an accountant in Human Services Finance. The accountant goes on-line into the State Warrant Reconciliation System and enters the voided checks and then prepares a Journal Voucher for FINET. The JV is approved by an accounting manager and sent to State Finance to be entered into FINET. The voided checks are filed and stored for two years in Human Services Finance.

Stop payments. When a check is lost or stolen, a "Check Loss Affidavit and Agreement" is filled-out and signed by the client/provider and caseworker. The form is faxed to the USSDS Help Desk where it is approved by the USSDS Help Desk and coded for FINET. An accountant in Finance enters the stop payments into USSDS payment history and the State Warrant Reconciliation system. A Journal Voucher is prepared and sent to State Finance for entry in the same manner as the JV for voided checks.

Stale-dated checks. In addition to the stopped payment and voided checks, stale-dated checks need to be deleted. At the end of each month a Finance accountant receives The "Check/Warrant Stale Dated Report" (F1W18P4A) from State Finance which lists the expired checks. The checks expire sixty days after the issuance date. A copy of the report is given to The USSDS Help Desk to update payment history. A Journal Voucher is prepared and sent to State Finance in a similar manner as the voided and stopped payment checks' journal vouchers.

The Payment Process is reconciled

The following reports are used in reconciling:

Daily Activity Summary Report (F1W18PAC)-State Finance monthly report with daily balances of issued warrants, cleared warrants, and deleted warrants.

Check/Warrant Stale Dated Report (F1W18P3B)-State Finance monthly report of warrants that expired during the month.

Stop/Cancel Transaction Report (F1W18P2D)-State Finance daily report of stopped payment and voided checks entered for the day.

An accountant from Human Services Finance compares each report with other data and documentation for accuracy. These reports are used in the accountant's monthly reconciliation and to verify Human Services and State Finance figures. The runs are totaled and offset by redeemed warrants and canceled checks. The ending balance is compared with the State Finance daily activity summary report balance.

Because the FINET entries are loaded by an automated system, Human Services Finance does not reconcile individual FINET entries or require the reconciling of FINET entries to the USSDS system. State Finance reconciles the USSDS run total with the FINET batch total to ensure the data was loaded correctly. In addition, State Finance does a monthly reconciliation about two months later. This reconciliation is not detailed but includes other departments and their warrant issuances. State Finance compares FINET, summary reports, and deleted check reports. If something does not balance, the department is called.